

ADMINISTRATIVE - INTERNAL USE ONLY

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1 November 1977

MEMORANDUM FOR THE RECORD

SUBJECT: Competitive Evaluation Panel #7 Meeting

1. The Competitive Evaluation Panel #7 met [] on 31 October 1977. The following members were present: Messrs.

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2. The Chairman convened the 31 October meeting at 0900 and adjourned at 1515.

3. The Competitive Evaluation Listings for the GS-5's and GS-6's and a list of promotions recommended was completed and will be submitted to the Finance Career Board for review, approval and endorsement to the Head, MF Career Subgroup.

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Chairman, CE Panel #7

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Guidelines for Ratings in Skills

PAYROLL - based on performance in CD and skills rating determined by performance in various jobs while in Division

- Actual - H - Proficient performance in 2 or more Branches of payroll
- M - Strong performance in 1 Branch of payroll
- L - Proficient performance in 1 Branch of payroll and still learning or performance on job is limited

Potential - Based on estimated capability to perform payroll function.

SYSTEMS - deeply involved in one major computer system; do input, analyze output.

(Payroll, GAS, CONIF, [REDACTED])

STAT

- Actual - H - Strong performance; counsel on changing specs
- M - Proficient rating in duty
- L - Still learning or performance on job is limited

Potential - Based on amount of interest and ability to progress in this field

TRAVEL - based on performance in CTB and skills rating determined by performance in various types of travel functions while in Division

- Actual - H - PCS [REDACTED] Strong ratings
- M - Familiarity with either foreign or domestic travel with Strong performance
- L - Still learning or performance on job is limited

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Potential - Degree to which can render strong performance in this function

AUDIT- performance of audit functions in A&CD, or AD/L including storage, airline billings, reimbursements, medical claims, tort claims, Special Payroll Branch, (NOC, Cover company billings, contracts etc.); Jr. Auditor APB/CD

- Actual - H - based on strong performance and experience on job
- M - based on proficient performance
- L - new on job or performance on job is limited.

Potential - H - based on education and extensive experience and continued performance in this limited skills areas
M - based on F.R. rating of proficiency
L - limited potential

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GS-05 & GS-06

GEN ACCTG - knowledge or experience with acctg system (at least an "L" if assigned to CD)

Actual - H - based on amount of knowledge or experience
M - based on amount of knowledge or experience
L - (In CD, at least an "L")

Potential - Degree to which estimated to be able to render strong performance in this function

MONETARY - as relates to disbursing, banking or Jr. Field Ops functions.

Actual - H - proficient performance in 2 or more branches of Monetary Div.
M - strong performance in 1 branch of Monetary Division.
L - minimal experience/exposure to monetary operations

Potential - Degree to which employee can render strong performance in this function.

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